

**PUBLIC SOCIAL SERVICES**  
**Project Packet Cover Sheet**

**Participating Municipalities:** \_\_\_\_\_

**1. Name of Project:** \_\_\_\_\_

*(If proposing more than one Public Social Service project, please complete a project packet for each proposed project. 7 pages per packet.)*

**2. Type of Project:** \_\_\_\_\_

**3. Program Description:** Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per municipality for the project(s). [This description will be used to confirm overall project feasibility.](#)

**4. National Objective:**

Benefit to low and moderate income persons \_\_\_\_\_

▪ for this national objective, estimate the number of  
low and moderate income persons to benefit from Project  
(please provide number, not percentage) \_\_\_\_\_

**5. Project Budget Information:**

CDBG project cost: \$ \_\_\_\_\_

CDBG delivery cost: \$ \_\_\_\_\_

**Total CDBG cost:** \$ \_\_\_\_\_

Other Project funds (if applicable): \$ \_\_\_\_\_

**Total Project Cost:** \$ \_\_\_\_\_

Cite sources of other Project funds: \_\_\_\_\_

**6. If Project will be subcontracted, name proposed sub-grantee:** \_\_\_\_\_

**7. Location of Project:** \_\_\_\_\_

**8. Estimated number of total beneficiaries:** \_\_\_\_\_

<b>Project Budget: PUBLIC SOCIAL SERVICES.</b>					
<b>Project # _____</b>	<b>Estimated Cost Per Agency/ Service Provider (\$)</b>	<b>Estimated Cost Per Project (\$)</b>	<b>CDBG Cost (\$)</b>	<b>Other Funding Sources (\$)</b>	<b>Total Project Cost (\$)</b>
Direct assistance to subgrantees or target clientele	\$		\$	\$	\$
Project Delivery <sup>1</sup>	\$		\$	\$	\$
Other (Identify):					
<b>Projects Totals<sup>2</sup></b>	\$		\$	\$	\$

<sup>1</sup> Delivery Costs are costs to deliver project services such as direct service provider costs. Delivery costs are not considered general administrative costs.

<sup>2</sup> Project total for budget form will equal the Budget Summary Sheet.

### **THRESHOLD QUESTIONS:**

**1. Identify the National Objective that will be met by the project.**

Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)

**2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See both Appendix A and pages 52-54 for eligibility guidance.)

**3. Demonstrate project consistency with one of the following:** a Community Action Statement (CAS), a Community Development Strategy, or locally approved planning documents. (See "Guidance on Scored Questions" section and page 81 for the question.)

**Additional Thresholds:** (a) Demonstrate that the proposed project will be a new service, an expansion of an existing service or a continuation of a project presently funded with Mass. CDBG funds. Public social service projects are eligible for CDBG assistance under Section 105(a)(8) of Title I of the Housing and Community Development Act of 1974, as amended, if such services have not been funded with local funds -- i.e., not funded by the municipality using locally raised funds or state funds that pass through the municipality -- within the twelve-month period prior to the date of application.

(b) DHCD will fund public social service projects that are not provided by other state or federal agencies, or are provided but not available to CDBG-eligible residents in the applicant community(ies).

### **Project Need - 20 Points:**

**4. What is the municipality's need for the proposed project/program?**

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: Describe the types and severity of social service needs in the community and/or region, including the need that this project proposes to address. Provide demographic information about the target population. Include verifiable information such as needs assessments, reports, and surveys. (8 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project: examples of information to demonstrate need for CDBG funds include, but are not limited to the municipality's efforts to obtain other non-CDBG funding (e.g., local

revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts by the municipality to secure other funds. (4 points)

- c) Demand for a social service program: Examples of information to demonstrate demand include, but are not limited to, surveys, inquiries, waiting lists, social service provider data and statistics, and evidence that the target population is interested in participating in the program. (4 points)
- d) Community Involvement and Support: Describe and document the method that was used to involve the community as a whole and the target population in the selection and the development of this program. (4 points)

### **Project Feasibility - 20 Points**

#### **5. Why is the proposed project/program feasible?**

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of selected approach: Present rationale for choosing the proposed project/program and explain how this program best meets the needs identified for the target population in question 4a. (6 points)
- b) Readiness of project: Describe the process used to choose the service and procure the provider for this program. Describe marketing, recruitment, and program participant selection strategies. Summarize scope of services to be provided to program participants. (8points)
- c) Form(s) of financial assistance to be provided. (0 points)
- d) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, experience of the provider in delivering these services; costs of comparable services from other agencies or other years; and explanation of all sources and uses of funds for the entire program. (6 points)

### **Project Impact - 15 Points**

#### **6. What will be the impact of the proposed project/program?**

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this program, which may include funding from other

sources, volunteer efforts, staff/in-kind contributions. Must include a written commitment for all leveraged resources. (4 points)

- b) Impact of the proposed project on the target area or target population:  
Describe how the community will document that the service provided addresses the needs identified and how it will improve the quality of life for the target population. Describe the outcome measures the community will use to assess the progress in meeting the identified public social service needs. For previously funded programs, demonstrate that the program has achieved the goals previously set. (6 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan.  
(5 points)

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